

Wilmington, Delaware  
January 8, 2013

#3772

Sponsor:

Council  
Member  
Shabazz

**WHEREAS**, in accordance with Section 2-104 of the City Charter, City Council shall determine its own rules and order of business; and

**WHEREAS**, Council deems it advisable to adopt its permanent rules, the proposed rules attached hereto.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON** that the proposed 2013 Rules attached hereto and made a part hereof, are adopted as the Rules of City Council.

Passed by City Council,  
January 8, 2013

ATTEST: Maribel Seijo  
City Clerk

Approved as to form this 7th  
day of January, 2013.

Samuel M. Roberts  
Senior First Assistant City Solicitor

**THE COUNCIL**  
**of the**  
**CITY OF WILMINGTON**

**RULES**

**106th Session**

**2013-2016**

Adopted: January 8, 2013, Resolution 13-001

## **THE COUNCIL OF THE CITY OF WILMINGTON RULES**

### **RULE 1 - MEETINGS OF COUNCIL**

**The City Council shall hold its official meetings at 6:30 p.m. on the first and third Thursdays of each month in the City Council chambers. On the fourth Thursday, or if a particular month has a fifth Thursday, the Council shall not meet unless otherwise specified.**

**Special meetings of the City Council may be called by the Mayor upon the Mayor's own initiative, by the President of City Council, or at the request of seven (7) members of the Council.**

**All meetings of the City Council shall be public, and agendas for each meeting shall be made available through the City Clerk's Office, in keeping with the provisions of the Delaware Code known as the Delaware's Freedom of Information Act ("FOIA").**

**All resolutions which do not contain substantive legislative matter and do not require a roll-call vote shall be grouped together under the agenda heading "Non-Legislative Business." All ordinances and resolutions with legislative effect and which require roll-call votes shall be grouped together under the agenda heading "Legislative Business."**

**The name of every Council Member sponsoring an ordinance or resolution on the floor of Council shall be placed in the upper left-hand margin of the first page of such measure.**

**Written minutes of all meetings of Council shall be kept by the City Clerk's Office. Written minutes of all Council Committee meetings shall be made and kept by City Council Staff under the direction of the Council Chief of Staff.**

**Resolutions adopted by voice vote under Non-Legislative Business need not be transcribed at length in the minutes, but may be recorded by purpose and subject only and without assignment of a resolution number, may be filed separately from measures with legislative effect, and shall be distributed only as provided in each resolution.**

**Copies of all resolutions, ordinances, and agendas to be considered at a City Council meeting shall be made available to visitors.**

**Whenever a scheduled Council meeting falls on or near a holiday, or when an emergency situation exists or the flow of business warrants, or in order to provide Council members with vacation time during the summer, the Council President is empowered to readjust the scheduling of such meeting(s) and set another date(s) as the President sees fit.**

**During meetings of City Council, the burning of any combustible substance for the purpose of inhaling the resulting smoke, or the eating of any food items is prohibited within the chambers where Council is meeting.**

**Any and all Councilpersons participating in council and or committee meetings, when conversing in the formal parts of the meeting, shall address each other formally and not by first or simply last names. They shall be addressed as Mr., Mrs., Miss., Ms., or acknowledging their chairperson or President status, as appropriate.**

**Whenever publicly conversing in Council and or committee meetings, Councilpersons shall refrain from directly conversing with one another, without leave of the President or chair; and shall converse through the President or chairperson as appropriate.**

## **RULE 2 - ORDER OF BUSINESS**

**The order of business at official meetings of the City Council shall be as follows:**

**A) Convening of the City Council.**

**B) Prayer.**

**C) Pledge of Allegiance to the Flag.**

**D) Roll Call: At the scheduled time for the meeting and before the Council proceeds to the consideration of any business, the Clerk shall call the name of each Council Member in the order of the district each represents beginning with the First Council District and ending with the at-large Councilmembers in alphabetical order.**

**E) Reading of the Minutes of the Previous Meeting: The minutes of the previous meeting shall be read and include a statement as to members that were present, absent with leave and absent without leave by the Clerk and adopted and approved or corrected on motion by the President Pro Tempore or in the President Pro Tempore's absence, the Chairman of the Finance Committee. In the absence of such motion, the minutes shall be deemed approved.**

**F) Committee Reports: Reports from standing committees shall be signed by a majority of committee members, read by the Clerk, and filed, on motion and voice vote. The reading of the minutes shall include a statement as to committee members that were present, absent with leave and absent without leave. Non committee members present need not be mentioned.**

**G) City Treasurer's Report.**

**H) Non-Legislative Business:** Unless a separate vote is requested by the sponsor of any resolution, all items of non-legislative effect shall be adopted by a single motion to receive and adopt by voice vote the agenda measures listed under Non-Legislative Business. While the motion is pending, a Council Member may speak to any measure under the agenda heading "Non-Legislative Business" for which separate consideration has not been requested by the sponsor.

**I) Legislative Business:** This portion of the meeting shall be for the consideration of resolutions with legislative effect and ordinances only. Each member is entitled to speak twice to any matter subject to debate for periods not to exceed five minutes each time, including any time yielded to other members. No member shall exceed these limits except by leave granted by a two-thirds vote of the members present, without debate. No member shall speak twice to a matter until every other member choosing to speak has been recognized. The member on whose motion the matter was brought before Council is first entitled to the floor, and also to close the debate, but not until every other member has had an opportunity to speak for a second time.

**J) Presentation of Petitions and Communications:** Any petition or communication, written or oral, from Council Members, the Mayor, city departments, or from the public, or any communication or comment relating to city business, other than a matter on the agenda for action, is presented at this time. Each member shall be limited to five minutes for presentation of petitions and communications, to include any time yielded to other members. Any debatable motion made shall not be subject to this limit, but instead to the debate limits in Paragraph I), Legislative Business.

**K) Public Hearings (if needed).**

**L) Adjournment.**

The above order of business may be changed at any time by the Council President, or on motion duly seconded and passed by a majority of Council.

Pursuant to FOIA, an agenda shall be prepared for each meeting in a sufficient number of copies, as determined by the President, for distribution to Council Members, city staff, and members of the public. The agenda shall list all legislative and non-legislative matters proposed by their sponsors for consideration at the meeting, and once copies of the agenda have been reproduced, a sponsoring member of Council may not remove a matter from the agenda, although the sponsor may hold it for consideration at a subsequent meeting, subject to the provisions of Rules 8 and 9.

### **RULE 3 - CONVENING OF CITY COUNCIL**

Thirty minutes before the time appointed for each regular meeting of Council (6:00 p.m. to 6:30 p.m.), the President shall convene the Committee of the Whole to meet in open public forum in Council Chambers, at which time comments not to exceed three (3) minutes in length by each person may be heard from members of the public. Upon convening the Committee of the Whole at 6:00 p.m., the clerk shall read a statement as follows: A committee of the Whole meeting was duly convened on (date) at 6:00 p.m. Present were (Councilpersons). Absent with leave was (Councilpersons). Absent without leave was (Councilpersons). This constitutes the convening of the whole for (Date). Thereafter, the President shall call the first person to offer comments. This thirty minute public comment period shall be televised in its entirety. The President shall establish and enforce rules for speakers to ensure proper decorum is maintained including, but not limited to, enforcing the three-minute time-limit for each speaker and/or prohibiting the use of obscene or profane language. Any person desiring to exercise this privilege shall register with the Clerk of Council no later than 5:45 p.m. prior to the convening of the Committee of the Whole, and the person's signature on the Clerk of Council's register will acknowledge agreement to observe the time limit and the prohibition of obscene or profane language.

At the scheduled time for the meeting, the President of City Council shall call the City Council to order.

When Council convenes, each Council Member shall be in the seat assigned to that Member.

No Council Member shall be absent from the service of City Council without leave.

When a quorum is not present on the initial roll call, Council shall consider only the following motions: to fix a time to which to adjourn; to adjourn; to recess; to secure attendance of absent members; or to proceed as if in Committee of the Whole for the purpose of considering informally and reporting to the Council upon any matter on the agenda.

### **RULE 4 - DUTIES OF THE PRESIDENT OF COUNCIL**

The President shall take the presiding officer's chair at the regularly scheduled hour for the meeting and call the members to order.

The President shall preserve order and decide all questions of order. An appeal from the President's decision may be made by any Council Member if properly seconded, and the vote of two-thirds of the members present shall be necessary to overrule the President.

**The President shall determine which Council Member shall have the floor and shall confine the discussion to the question on the floor.**

**The President shall have a vote like every other Council Member at all Council and committee meetings.**

**The President shall appoint the chairperson and members of all Council Committees, whether standing, ad-hoc, special or otherwise and shall be an ex-officio member, with vote, in each.**

**In the absence of a quorum at a meeting of the Council, the President shall have the power to order the Clerk of Council to compel the attendance of absent members and to direct the Clerk of Council to perform such other duties as the Council may from time to time approve.**

#### **RULE 5 - DUTIES OF THE CITY CLERK**

**The duties of the City Clerk shall be those set out in the Charter of the City of Wilmington, and such other duties as the Council shall from time to time determine.**

#### **RULE 6 - DUTIES OF OTHER EMPLOYEES OF THE CITY COUNCIL**

**The duties of all other employees of the City Council shall be those that are periodically determined by the President or on motion by the Council.**

#### **RULE 7 - DUTIES OF COUNCIL MEMBERS**

**Every Council Member shall promptly and regularly attend all meetings of the Council and of all committees to which assigned. No member shall be absent without leave of the Council.**

**When speaking on the floor of Council a Council Member shall abide by established rules of order.**

#### **RULE 8 - MOTIONS AND RESOLUTIONS**

**A resolution shall be introduced by motion, either by the sponsor or on behalf of the President, another Council Member, or a committee of Council. For resolutions with legislative effect, the appropriate motion is to receive, record and file, and adopt by yeas and nays vote, except for resolutions approving or confirming the appointment of a city solicitor or a city auditor, which shall be governed by the provisions that follow. For all other resolutions, the appropriate motion is "to receive and adopt by voice vote."**

Unless time or other circumstances necessitate immediate action, or unless determined by the President of City Council that approval should not be delayed, or except for good cause shown, all multi-year contracts prepared for Council approval by resolution must be assigned to and reviewed by the appropriate City Council committee prior to the final vote by City Council.

Appointment of a city solicitor or a city auditor shall be approved only by resolution, sponsored by the President or the Chair of the cognizant committee if no other member does so, and the appropriate motion is "to receive, record, and file and refer to the appropriate Committee," naming the cognizant committee under Rule 11. The committee shall have fourteen (14) days to consider the matter and hold such hearings as it deems proper after which, it shall be in order for Council to consider the resolution, with or without a committee recommendation. Alternatively, the cognizant committee may hold a hearing on the matter at any time after the City Clerk has received notice of the appointment without prior introduction of the resolution, and following such hearing it shall be in order to consider the resolution immediately without referral to committee.

The chair of the cognizant committee may schedule hearings at any time after a mayor-elect has notified the City Clerk of the name of a proposed appointee requiring Council approval, and a new Council, if it adopts these rules as its temporary or permanent rules, at its option may proceed to immediate consideration of a resolution approving the appointment, or may conduct additional hearings of its own within the fourteen (14) day period provided herein.

A brief statement of the purpose of the motion or resolution shall accompany every motion and resolution, oral or written, other than a procedural motion on which debate is not allowed.

Written motions and resolutions need not be read in full unless requested by a member. A short statement of its purpose by the mover is sufficient.

No motion or resolution shall be considered or debated by Council unless it is seconded. When a motion that is in order is seconded, it, and any resolution which is the subject of it, shall be before Council for debate.

The mover of a motion or resolution, on seeking the floor, shall be first entitled to recognition.

After a motion or resolution has been duly seconded, it shall be before the Council for action, but the mover may withdraw it at any time before a final vote is taken.

A motion or resolution before Council may be amended at any time prior to final action upon it.



After deliberation upon a motion or resolution, the President shall again distinctly repeat the motion and if no roll call is required or requested, put the question in the following words "All those in favor of the motion say a yea", and after the affirmative is expressed, "All those opposed to the motion say no". The vote of a majority of the members in attendance and voting shall prevail unless otherwise provided by these rules or the provisions of the City Charter.

The President may order, or any member may call for, a roll call vote on any procedural matter that has legislative effect, and after the Clerk has called the Roll, tallied the vote and announced the results, action on the motion is final.

After the yeas and nays or a roll call have been ordered, all further debate upon the question shall be terminated.

No member shall be allowed to vote or change a vote after the outcome has been announced by the Clerk or the President.

A resolution that has appeared on the agenda for consideration at two meetings of Council without its sponsor moving for its consideration shall not thereafter be placed on the agenda for consideration at another meeting, except by a majority vote of members present at a meeting preceding the meeting for which agenda listing is sought, and no resolution of similar sense and effect shall be considered, except by a majority vote of members present at a meeting preceding the one at which the resolution is to be introduced.

## **RULE 9 - ORDINANCES**

An ordinance shall be introduced only by a Council Member, either as sponsor or on behalf of the sponsor, or by order of the President or by the report of a committee.

Every ordinance shall be accompanied by a brief statement of its purposes and objectives and the expected fiscal, social, economic and environmental impact. In addition, and more specifically, every ordinance prior to its enactment shall be accompanied by a brief but specific statement of its expected fiscal impact, whether the ordinance was initiated by a Council Member or by any department of City government, and a copy of such fiscal impact statement shall be filed with the City Clerk.

When a Council Member introduces an ordinance, the Clerk shall read it twice by title only, unless a member requests that it be read in full. After the two readings, the sponsor or another member on behalf of the sponsor, shall move that the ordinance be received, recorded and filed, and referred to the appropriate committee. Upon seconding, introduction is complete.

Except as provided in the City Charter for emergency ordinances, an ordinance shall not be read for the third and final time, nor acted upon, at the same meeting at which it was introduced nor in the absence of the Council Member who introduced the same without the consent of that member, unless there is a sponsor or co-sponsor present who requests that the ordinance be brought up for its enacting vote.

When the President is the primary sponsor of an ordinance and the member who introduced such ordinance on the President's behalf is absent, the President shall be free to have another member bring the ordinance to the floor for its third and final reading.

No ordinance shall be repealed unless notice shall have been given and entered on the minute book of the Council at a stated meeting that at the next succeeding stated meeting, an ordinance would be introduced for such repeal.

An ordinance may be reviewed by the committee to which it was referred, either at the request of a sponsor or as determined by the chair of the committee. At any meeting subsequent to the introduction of an ordinance, it shall be subject to debate by the members. The Council Member who introduced the ordinance, on seeking the floor, shall be first entitled to recognition.

After an ordinance has been properly introduced and presented to Council, it shall be before the Council for action, but the Council Member who introduced it may withdraw it at any time prior to final action upon it.

An ordinance before Council may be amended at any time prior to final action upon it.

After an ordinance has been given its third and final reading, debate is in order.

Whenever an ordinance amends the zoning district map, the public hearing concerning which has been concluded, and after any debate by the members, the President shall call on each Council Member in turn to state for the record the reasons the Member supports or opposes the proposed ordinance. Each Member's statement may refer to or adopt findings in documents or reports, or parts of them, that are already on record concerning such ordinance.

An ordinance that has appeared on the agenda for third and final reading at two meetings of Council without its sponsor moving for its consideration shall not thereafter be placed on the agenda for consideration at another meeting, except by a majority vote of members present at a meeting preceding the meeting for which agenda listing is sought, and no ordinance of similar sense and effect shall thereafter be placed on the agenda for introduction by first and second readings, except by a majority vote of members present at a meeting preceding the one at which it is to be introduced.

After debate has concluded and required statements of members have been made, the President shall instruct the Clerk to call the roll. When the roll call is completed, the Clerk will tally the vote and announce the result.

#### **RULE 10 – STANDING COMMITTEES OF COUNCIL**

The following shall be the standing committees of Council. The President shall appoint the chair of each committee.

**Finance**

**Public Safety**

**Public Works/Transportation**

**Health, Aging and Disabilities**

**Education, Youth & Family Services**

**Housing/Licenses & Inspections**

**Community & Economic Development**

#### **RULE 11 - COMMITTEE RULES AND POWERS**

Each standing committee is authorized to hold such hearings, to sit and act at such times and places, to call witnesses and request the production of such correspondence, books, papers, and documents necessary. Each such committee may make investigations into any matter within its jurisdiction, may report such hearings as may be had by it, and may employ stenographic assistance with the approval of the President of City Council. Any questions that may arise in regard to the powers and jurisdiction of any committee of Council shall be determined by the Council sitting as the Committee of the Whole.

The rules of each committee shall be made available to the public through the City Council Office.

Meetings of each standing committee shall be called by the Chair as he/she may deem necessary for the transaction of business before the committee. If at least two members of any such committee desire that a special meeting of the committee be called by the Chair, those members may file with the City Council Office, their written request to the Chair for that special meeting. Immediately upon the filing of the request, the President of City Council or his/her designee shall notify the Chair of the filing of the request. If, within three calendar days after the filing of the request, the Chair does not call the requested special meeting, the President of City Council may file with the City Clerk his or her written notice that a special meeting of the committee will be held, specifying the date and hour of that special meeting. The committee shall meet on that date and hour. Immediately upon the filing of the notice, the clerk shall notify all members of the committee that such special meeting will be held and inform them of its date and hour. If the Chair of any such committee is not present at any regular, additional, or special meeting of the committee, the President of City Council shall preside at that meeting.

**Each committee shall make public announcement of the date, place, and subject matter of any meeting to be conducted by the committee on any measure or matter at least seven days before the commencement of that meeting.**

**Notwithstanding any other provision of the rules, when City Council is in session, no committee shall meet. Unless consent has been obtained from the President of City Council, no committee may meet on the same day City Council is in session. The President of City Council or his/her designee shall announce to City Council whenever consent has been given under this subparagraph and shall state the time and place of such meeting.**

**Each meeting of a committee, including meetings to conduct hearings, shall be open to the public, except that a meeting or series of meetings by a committee thereof on the same subject for a period of no more than three consecutive meetings when the President of City Council or the Chair of the Committee deems it necessary, to discuss only whether the matters enumerated in clauses (1) through (5) would require the meeting to be closed, followed immediately by a roll call vote in open session by a majority of the members of the entire body when it is determined that the matters to be discussed or the testimony to be taken at such meeting or meetings:**

- (1) Will relate solely to matters of committee staff personnel or internal staff management or procedures;**
- (2) Will tend to charge an individual with crime or misconduct, to disgrace or injure the professional standing of an individual, or otherwise to expose an individual to public contempt or obloquy, or will represent a clearly unwarranted invasion of the privacy of an individual;**
- (3) Will disclose any information relating to the investigation or prosecution of a criminal offense that is required to be kept secret in the interests of effective law enforcement;**
- (4) Will disclose information relating to financial or commercial information relating to the City of Wilmington that is required to be kept confidential;**
- (5) May divulge matters required to be kept confidential under other provisions of law or Governmental regulations.**

**Any committee meeting is open to the public, and may be broadcast by radio or television, or both, under such rules as the committee may adopt.**

**Whenever disorder arises during a committee meeting that is open to the public or any demonstration of approval or disapproval is indulged in by any person in attendance at any such meeting, it shall be the duty of the Chair to enforce order on**

his/her own initiative and without any point of order being made by a council member. When the Chair finds it necessary to maintain order, he/she shall have the power to clear the room and the committee may act in closed session for so long as there is doubt of the assurance of order.

Except as provided in this paragraph, each committee is authorized to fix the number of its members (but not less than one-third of its entire membership) who shall constitute a quorum thereof for the transaction of such business as may be considered by said committee.

The vote of any committee to report a measure or matter or submit an ordinance for consideration by the entire body of City Council, shall require the concurrence of a majority of the members of the committee who are present. No vote of any member of any committee to report a measure or matter or to submit an ordinance for consideration by the entire body of City Council, may be cast by proxy if rules adopted by such committee forbid the casting of votes for that purpose by proxy; however, proxies may not be voted when the absent committee member has not been informed of the matter on which he/she is being recorded and has not affirmatively requested that he/she be so recorded.

Each committee shall keep a complete record of all committee action. Such record shall include a record of the votes on any question on which a record vote is demanded. The results of roll call votes taken in any meeting or any committee upon any measure, or any amendment thereto, shall be announced in the committee report on that measure unless previously announced by the committee, and such announcement shall include a tabulation of the votes cast in favor of and votes cast in opposition to each such measure and amendment by each member of the committee who was present at the meeting.

All committee hearings, records, data, charts, and files shall be kept separate and distinct from the council member's office records who is serving as Chair of the committee; and such records shall be the property of City Council and all members of the committee and the City Council shall have access to such records.

#### **RULE 12 - SPECIAL COMMITTEES**

All special committees shall be appointed by the President.

#### **RULE 13 - COMMITTEE REPORTS**

The presentation of reports of committees shall be in writing and state the fact of the matter referred, together with the conclusions and recommendations of the particular committee. The failure of a sponsor or co-sponsor from securing the signatures of a majority of the committee's members shall prevent the sponsor from bringing an ordinance to the floor for a vote of the full Council.

Written minutes of all Committee meetings shall be taken and maintained by Council Staff in the Council's files and provided in hard copy to any Council member upon request.

#### **RULE 14 - MOTIONS**

When a question is under debate, the only motions in order shall be:

1. To adjourn
2. Previous question
3. To lay on the table
4. To defer
5. To adjourn to a certain date
6. To refer
7. To amend

The above motions shall have precedence in the order listed. The first three motions shall be, in all cases, decided without debate.

#### **RULE 15 - MOTION TO ADJOURN**

A motion to adjourn the Council meeting shall always be in order, except when a member is in possession of the floor, while the yeas and nays are being called, when adjournment was the last motion decided and there was no intervening business, or when it has been decided that the previous question shall be taken.

A motion to adjourn cannot be amended but a motion to adjourn to a given day or time may be and is open to debate.

#### **RULE 16 - MOTION FOR PREVIOUS QUESTION**

When the previous question is moved and seconded by two members, all further amendments and discussions are precluded. The President of Council will state: "The previous question has been moved and seconded; the question before Council is shall the main question be now put", and on this question the yeas and nays shall be taken. If decided in the affirmative, the vote shall be taken on the amendments pending in their order and then on the main question.

#### **RULE 17 - MOTION TO LAY ON THE TABLE**

A motion to "lay on the table" or simply "to table" is not debatable at any time.

#### **RULE 18 - MOTION TO REFER**

**A motion to refer to a standing committee shall take precedence over a similar motion to refer to a special committee.**

#### **RULE 19 - MOTION TO AMEND**

**A motion to amend an amendment shall be in order but a motion to amend an amendment to an amendment shall not be entertained. An amendment modifying the intention of a motion, resolution or ordinance shall be in order, but an amendment relating to a different subject matter shall not be in order.**

#### **RULE 20 - AMENDMENTS**

**An amendment to strike out and insert the words, sentence, or paragraph to be amended shall be first read as it stands; then the words, sentence or paragraph proposed to be struck out and those to be inserted, and finally, the paragraph as it will read with the amendment.**

#### **RULE 21 - RECONSIDERATION**

**A question may be reconsidered at any time during the same meeting or at the next stated meeting thereafter, but only if the question failed to be approved. A motion to reconsider must be made by a member of Council who voted with the prevailing side, or in case of equal division, by a member of Council who voted in the negative.**

**Once a question has been decided by Council, whether contained in a motion, resolution or ordinance, no member of Council who did not vote with the prevailing majority, or in the negative in case of an equal division, may bring substantially the same matter before Council again during the same session of Council, which begins with the organizational meeting following the general election of members of Council, and extends to the final meeting before the next organization meeting. The President shall determine whether a question constitutes substantially the same matter whenever a member of Council who did not vote with the prevailing side requests that an ordinance or resolution on a similar matter be prepared or placed upon the agenda, moves for a suspension of the rules to add the matter to the agenda as published, or otherwise moves that the matter be again considered.**

#### **RULE 22 - SUSPENSION OF RULES**

**Except as limited by Rule 23, rules may be suspended by approval of a majority vote of the members of Council in attendance.**

#### **RULE 23 - EFFECTIVE DATE; REPEAL, ALTERATION OR AMENDMENT OF RULES**

**These rules shall be effective immediately upon their adoption by City Council and shall not be repealed, altered or amended unless a motion to do so is presented in resolution form and passed by a majority of the members of Council present at an official meeting of the City Council.**

**No rule providing for a vote greater than a simple majority on any matter may be suspended or amended except by the same vote required for approval of the underlying matter.**

**No rule may be suspended or amended in derogation of an existing right or privilege of any member, except by a two-thirds vote of all the members of Council.**

#### **RULE 24 – ROBERTS' RULES OF ORDER**

**All questions of parliamentary procedure not provided for in these rules shall be decided in accordance with the current edition of Roberts' Rules of Order, Newly Revised, which is the 10th Edition.**

#### **RULE 25 - ESTABLISHMENT OF COUNCIL SALARIES**

**Except between July 1 and December 31 in years when elections to Council are held, whenever an ordinance is enacted that provides for a general increase in the salary schedules for non-union classified employees under the merit system, the Chair of the Finance Committee shall prepare and introduce for consideration, an ordinance providing for an increase of the same proportion that will apply to Council members to be elected at the following general election. If employee salary schedules are increased after June 30 in a Council election year, the Chair of the Finance committee taking office the following January shall, within 30 days after taking office, introduce for consideration such an ordinance that will apply to Council members elected at the next-following election.**